



United States
Department of
Agriculture

Food and
Nutrition Service

Nashville
Field Office
(815)

Federal Building
801 Broadway
Room 274
Nashville, TN
37203

Phone
615-736-5758

Dear Retailer:

Thank you for your interest in the Food Stamp Program!

To participate, you must review the enclosed materials and submit a complete application form, including all required documentation. **Incomplete applications will be returned and will delay your participation in the Food Stamp Program.**

To complete your application, you must:

- Meet the basic eligibility criteria (refer to *Retail Store Eligibility* sheet),
- Completely fill out an application form, and
- Provide the required documentation (refer to *Application Checklist*).

Your field office has 45 days to approve or deny your application, once your application is complete. As part of the approval process, you may be required to review training materials provided by your field office. **You cannot accept Food Stamp benefits until your store has been approved under your ownership.**

As part of the approval process, a USDA representative or private contractor may visit your store to make sure the store is eligible to participate in the Food Stamp Program. The USDA representative or contractor should present photo identification and will look around your store. Private contractors must ask for written consent before looking at your store. The representative or contractor may take pictures, sketch the layout of the store, and look at your inventory. If your application is denied because your store does not meet the eligibility criteria, you must wait six months before you can submit a new application.

Follow the instructions on the next page to turn in your application to your field office. If you have any questions, please contact us or get more information from the USDA website at www.fns.usda.gov/fsp by clicking on "Retailers."

We look forward to working with you in the future.

Sincerely,

Eva Y. Stevens
Field Office OIC

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410

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PLEASE NOTE: You may submit your application for a Food Stamp Permit in two different ways:

1. You can attend a training meeting conducted by Food & Nutrition Service (FNS) staff and bring your completed application and required documents with you

OR,

2. You can mail your completed application and required documents to the FNS Nashville Field Office location shown below. If your application is approved, a training video and guide will be mailed to you with your Food Stamp Permit.

We strongly encourage you to attend a training meeting before getting your Food Stamp permit – for the benefit of both you and your employees. You also can choose to attend a training meeting after you receive your permit.

Following is the information you will need if you choose to attend a training meeting. Please call our Nashville office for future meeting dates beyond those shown below.

Nashville 11:00 am EST	Nashville 11:00 am CST	Nashville 11:00 am CST	Nashville 11:00 am CST
June 15, 2004	June 22, 2004	June 29, 2004	July 13, 2004
July 27, 2004	August 10, 2004	August 24, 2004	September 14, 2004
September 28, 2004	October 5, 2004	October 19, 2004	November 2, 2004
November 16, 2004	December 7, 2004	December 14, 2004	

Mail applications the following address:

**Food and Nutrition Service, USDA
US Courthouse & Federal Building
801 Broadway, RM 274
Nashville, TN 37203**

Directions to the Nashville Meeting Site: (No free parking)

I-40 West exit 209. From I-40 East exit 209A. Turn East on Broadway go approximately ½ mile to the Estes KeFauver Federal Building (located between 8th and 9th Avenues).

PLEASE READ-VERY IMPORTANT INFORMATION

In order to verify that your firm meets the criteria for participation in the Food Stamp Program, you will be visited by *Delta-21*, a company under contract with USDA. Only after this visit will your firm be authorized.

Upon authorization, you will receive a packet from us with pertinent information, including a training video. We highly recommend that you and your employees view the video.

You will also receive an envelope from J.P. Morgan regarding EBT equipment options. J.P. Morgan has a contract with the State of Tennessee, Department of Human Services, to provide equipment. The Nashville USDA office does not control the issuance of equipment or have any jurisdiction regarding your equipment. EBT equipment is obtained through a contractual agreement between your firm and J.P. Morgan or a third party commercial contractor.